

U.S. Environmental Protection Agency, Region 9 FY09 Pesticides Tribal Circuit Rider

Agency Name: U.S. Environmental Protection Agency (“EPA”), Region 9

Funding Opportunity Title: FY 09 Pesticides Tribal Circuit Rider

Announcement Type: Initial Solicitation

Funding Opportunity Number: EPA-R9-CED5-08-004

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

OVERVIEW

EPA Region 9’s Pesticide Office is soliciting proposals from Federally-recognized tribes within the Region 9 geographic area who want to work in partnership with at least one other tribe to develop and implement a pesticide program. Participant tribes should develop a proposal that designates a lead tribe and includes a plan to hire, train and manage a Tribal Circuit Rider to maximize coverage in Indian Country. Eligible projects should outline how the Tribal Circuit Rider **1)** provides pesticide risk reduction from the use of pesticides in agricultural and non-agricultural settings; **2)** encourages pesticide use reduction; **3)** supports Integrated Pest Management (IPM) implementation; **4)** addresses children's health issues directly or indirectly related to pesticides; and **5)** manages impacts to air, water and land from pesticide use.

EPA Region 9 expects to award one cooperative agreement in the amount of \$100,000-\$200,000 under the authority provided in Section 20 of the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) which authorizes the Agency to issue grants or cooperative agreements for public education, training, monitoring, demonstration and studies. The award will be a cooperative agreement which will involve significant Federal involvement. EPA will work with the recipient to negotiate mutually acceptable activities to be conducted under this project.

There is no match requirement for this project.

All Federally-recognized tribes located within the Region 9 geographic area are eligible to apply. It is not necessary to have an existing pesticide cooperative agreement with Region 9 to participate in this program.

Contact:

Lawrence Torres, Project Officer
(415) 947-4211 or torres.lawrence@epa.gov

Important Dates

06/27/08: Proposals must be postmarked or electronically submitted
via Grants.gov by 5:00 PM Pacific Standard Time
07/24/08: Funding decisions are announced
08/29/08: Full application/work plan due to EPA, Region 9
09/30/08: **Awards made**

The above dates (other than the June 27, 2008 proposal submission date) are anticipated dates and may be subject to change. Late proposals will not be considered.

Contents of Full Text Announcement

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Proposal and Submission Information
- V. Proposal Review Information
- VI. Award Administration Information
- VII. Agency Contacts

CONTENTS BY SECTION

I. Funding Opportunity Description	4
A. Background and Program Description	4
B. EPA's Strategic Plan and Anticipated Programmatic Results	4
1. Linkage to EPA Strategic Plan	4
2. Measuring Environmental Results Outputs and Outcomes	5
II. Award Information	5
A. Project Duration and Funding	5
B. Partial Funding	6
III. Eligibility Information	6
A. Eligible Applicants	6
B. Threshold Eligibility	6
C. Funding Restrictions and Requirements	7
IV. Proposal and Submission Information	7
A. Format of Proposals	7
B. Content of Proposals	7
C. Forms Required for Submission	10
D. Submission Method	11
E. Confidential Business Information	12
F. Pre-proposal/Application Communications and Assistance	13
G. Duns	13
H. Contracts and Subawards/Subgrants	13
V. Proposal Review Information	14
A. Proposal Review	14
B. Selection Criteria	14
C. Review and Selection Process	16
D. Selection Recommendations	17
VI. Award Administration Information	17
A. Award Decisions and Formal Application Process	17
B. Administrative and National Policy Requirements	17
C. Reporting	18
D. Dispute Resolution Process	19
VII. Agency Contacts	19

**FY 09 Request for Proposals: Pesticides Tribal Circuit Rider
Funding Opportunity Number: EPA-R9-CED5-08-004**

Full Text Announcement

I. Funding Opportunity Description

A. Background and Program Description

EPA Region 9's Pesticide Office is soliciting proposals from Federally-recognized tribes within the Region 9 geographic area who want to work in partnership with at least one other tribe to develop and implement a pesticide program. Participant tribes should develop a proposal that designates a lead tribe and includes a plan to hire, train and manage a Tribal Circuit Rider to maximize coverage in Indian Country. Eligible projects should outline how the Tribal Circuit Rider **1)** provides pesticide risk reduction from the use of pesticides in agricultural and non-agricultural settings; **2)** encourages pesticide use reduction; **3)** supports Integrated Pest Management (IPM) implementation; **4)** addresses children's health issues directly or indirectly related to pesticides; and **5)** manages impacts to air, water and land from pesticide use.

Identifying and reducing environmental risk on tribal lands is a priority for EPA Region 9. Currently, the pesticide program has funds available to assist interested tribes to utilize a Tribal Circuit Rider to quantify pesticide use and evaluate environmental and human health risks from pesticide use exposure. This could include activities such as education of tribal members, adjacent growers and through coordination with state and county officials. This document outlines a process for interested Tribal governments to submit proposals for consideration to EPA Region 9.

EPA Region 9 expects to award one cooperative agreement in the amount of \$100,000-\$200,000 under the authority provided in Section 20 of the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) which authorizes the Agency to issue grants or cooperative agreements for public education, training, monitoring, demonstration and studies. The award will be a cooperative agreement which will involve significant Federal involvement. EPA will work with the recipient to negotiate mutually acceptable activities to be conducted under this project.

B. EPA's Strategic Plan and Anticipated Programmatic Results

1. Linkage to EPA Strategic Plan

The proposed activities must relate to and fit within the scope of EPA's Strategic Plan Goals and Objectives. The proposed activities related to pesticide risk reduction and programmatic activities are related to **Goal 4 – Healthy Communities and Ecosystems**; Objective 4.1 – Chemical, Organism, Pesticide Risks, Sub-Objective 4.1.1 – Reduce Chemical Risks. Proposed activities related to environmental monitoring and assessment concerns in Indian Country are addressed in **Goal 5 – Compliance and Environmental Stewardship**; Objective 5.3 – Improve Human Health and the Environment in Indian Country.

2. Measuring Environmental Results Outputs and Outcomes

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all assistance agreement applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

a. Outputs: The term “output” means an environmental activity, effort and/or associated products related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Proposals must include a description of how assistance agreement recipients will track progress towards the environmental goal throughout the project period. Examples of environmental outputs under the agreement to be awarded under this announcement may include but are not limited to: a pesticide management plan, a pesticide inventory, pesticide use data, or a specified amount of residences or businesses to receive pesticide use inspections.

b. Outcomes: The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantifiable. Proposals must include a description of project outcomes resulting from the project outputs. Examples of outcomes from the agreement to be awarded under this announcement may include but are not limited to: significant number of community members with increased awareness of pesticide issues, and/or increased number of tribal residents that have reduced their risk to chemical exposure.

II. Award Information

A. Project Duration and Funding

The assistance agreement funded under this solicitation is expected to be performed beginning October 1, 2008. The project period for this award is two years. Funding levels may vary from at least \$100,000 - \$200,000 with a maximum of \$200,000. EPA will select one proposal from the proposals received and ask that applicant to submit a full application. The award will be a cooperative agreement which will involve significant Federal involvement. Although EPA Region 9 will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project includes, but is not limited to:

- close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- approving substantive terms of proposed contracts;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

B. Partial Funding

In appropriate circumstances, EPA Region 9 reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. Award of funding through this competition is not a guarantee of future funding.

EPA Region 9 reserves the right to reject all proposals and make no awards under this announcement.

EPA Region 9 reserves the right to make additional awards under this announcement (after the original award selections are made) if additional funding becomes available. Any additional selections for awards will be made no later than 6 months after the original selection decisions. The additional selections must be made in accordance with the terms of this announcement and EPA policy.

III. Eligibility Information

A. Eligible Applicants

All Federally-recognized tribes located within the Region 9 geographic area are eligible to apply. It is not necessary to have an existing pesticide cooperative agreement with Region 9 to participate in this program. Funding for the project was provided from Headquarters Office of Pesticide Programs specifically for use by Tribal governments or tribal consortia. Due to this appropriation, eligibility is limited to the above applicants.

B. Threshold Eligibility

In order to be eligible for funding consideration under this announcement, proposals must meet all of the following conditions:

1. Proposals cannot exceed \$200,000. Proposals that request more than \$200,000 will not be considered for funding.
2. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
3. Proposals must be received by EPA or through grants.gov by the solicitation closing time and date published in Section IV of this announcement. Proposals received after the published closing time and date will be returned to the sender without further consideration. Applicants should confirm receipt of their proposal with Lawrence Torres at torres.lawrence@epa.gov or

(415) 947-4211 as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

4. Eligible projects must occur on Federally-recognized Tribal Nations located within the Region 9 geographic area.

C. Funding Restrictions and Requirements

There is no match requirement for this program.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will not be considered for funding and will be notified within 15 calendar days of the ineligibility determination.

IV. Proposal and Submission Information

A. Format of Proposals

Project Narratives must be double spaced, typed in 12 point or larger print with minimum 1 inch horizontal and vertical margins. Pages must be numbered in order starting with the cover page and continuing through the document. Project Narratives cannot exceed 20 pages double spaced. All pages in excess of the 20 double spaced page limit will not be reviewed. If a single spaced proposal is submitted, it will only be reviewed up to the equivalent of 20 pages double spaced. **Full application packages need not be submitted at this time.**

B. Content of Proposals

Proposals must address each of the Evaluation Criteria in Section V of this announcement and follow the format and content outlined below:

1. Proposal Narrative Format:

a. Cover Page

The cover page should list the following information with your letterhead:

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.:

Fax No.:

Email Address:

Project Duration (including Starting Date and Ending Date):

First Year Funding Request:

Second Year Funding Request, if applicable:

Total Funding Request (for the entire project):

Please indicate if this proposal is a continuation of a previously EPA funded project.

Yes _____ No _____

If yes, please provide the following:

EPA Assistance Number: _____

Budget Period of Project: _____

b. Executive Summary

The Executive Summary is recommended not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the measurable environmental results you expect including potential human health and ecological benefits (See Section I for more information about environmental results).

c. Table of Contents:

Self explanatory.

d. Proposal Narrative:

Applicants must make sure that the proposal narrative includes the information below and addresses the ranking criteria in Section V of this announcement.

- **Project Title.** Self explanatory.
- **Objectives.** Include a numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.
- **Justification.** For each objective list above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. This section should be numbered with a justification corresponding to each objective.
- **Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experiment design or the validation of a new approach to the tribe's proposed project.
- **Approach and Methods.** Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables. Include the project area.
- **Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of measurable environmental results. The work plan should include performance measures that demonstrate progress or environmental benefits of the project. If your project is selected for funding, measures included in your proposal may be subject to negotiation.

Include a clear explanation of your plan and the methods (both quantitative and qualitative) that will be used for tracking and measuring environmental results. Measures of success should be linked to reduced pesticide risk, significant number of community members with increased awareness of pesticide issues, and/or increased number of tribal residents that have reduced their risk to chemical exposure.

- **Literature Cited.** List cited key literature references alphabetically by author.
- **Timetable.** Include a timetable that addresses what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.
- **Environmental Results Past Performance.** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V. If you do not provide any response for this item, you may receive a score of 0 for this factor.
- **Programmatic Capability.** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff

expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- **Project Budget and Budget Narrative.** Provide a budget matrix. Identify how the requested funds are to be used and also identify how other funding will be used in this project. Please include an indirect cost rate if applicable.
- **Budget Narrative.** Please submit a detailed budget with narrative, explaining the need for funding under each of the appropriate budget categories. List the anticipated amount of funding and associated staff needed to achieve the project objectives. Include the requested federal and any non-federal cost share in these estimates. Link each task or activity from the project work plan to the associated resources that are needed to accomplish the activity. Under travel, include the travel location(s), estimated number of trips, estimated total mileage, and number of nights lodging required throughout the entire project period. Describe how leveraged resources will be obtained (if applicable) and what role EPA funding will play in the overall project. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement. Any form of proposed leveraging that is evaluated under a Section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project. Include enough detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see <http://www.epa.gov/ogd/recipient/tips.htm>.
- **Management Fees.** When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

C. Forms Required for Submission (Not included in the 20 page Narrative)

Application for Federal Assistance Standard Form (SF- 424)

Complete the form. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Budget Information for Non Construction Programs-Standard Form (SF- 424A)

Complete the form. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of

indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

Assurances non-Construction Program Certification (SF) 424B

Complete the form.

Certification regarding Lobbying – Not applicable for Tribal Governments

Complete the form.

EPA Form 5700-54, Key Contacts Form

Complete the form. If additional pages are needed, attach these additional pages to the electronic application package by using the "Other Attachments Form" in the "Optional Documents" box. (See Application Preparation and Submission Instructions below for more details.)

EPA Form 4700-4, Pre-Award Compliance Review Report

Complete the form.

Negotiated Indirect Cost Rate Agreement

If indirect costs are included in the project budget, use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. See Application Preparation and Submission Instructions below for more details. Please note if you are submitting your application via grants.gov as described below, the forms will be included in the electronic application package.

D. Submission Method

Please note applicants may choose to apply **one of two ways**: *hard copy submission* or submission via *Grants.gov*. Applications must be postmarked or submitted via Grants.gov no later than **June 27, 2008, 5:00 PM Pacific Standard Time**. Proposals submitted via email (email submission is not the same as submitting through Grants.gov) or by fax will not be considered.

Please select only one option for submitting your application.

OPTION 1: Directions for Hard Copy Submission

Submit one hard copy, and one copy on a 3.5" disk, "IBM" compatible, readable in Microsoft Word or on a CD ROM.

Hard copy applications and disks should be sent to:

**Lawrence Torres, Pesticide Program
Communities and Ecosystems Division/ CED-5
US EPA – Region 9
75 Hawthorne Street
San Francisco, CA 94105**

OPTION 2: Directions for electronic submission via www.grants.gov (Attachment A)

Timely Receipt Requirements and Proof of Timely Submission

Electronic Submission: All applications must be received by <http://www.grants.gov/Apply> no later than **5:00 PM Pacific Standard Time June 27, 2008**. Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application.

Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When EPA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the e-mail address of the AOR. Proof of Timely submission shall be the date and time that Grants.gov receives your application.

Applications received by Grants.gov, after the established due date for the program will be considered late and will not be considered for funding by EPA. EPA suggests that applicants submit their applications during the operating hours of the Grants.gov Support Desk, so that if there are questions concerning transmission, operators will be available to walk you through the process. Submitting your application during the Support Desk hours will also ensure that you have sufficient time for the application to complete its transmission prior to the application deadline.

Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Support desk reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process.

Please be patient and give the system time to process the application. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.

E. Confidential Business Information

It is recommended that confidential information not be included in the proposal. However, in accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. If confidential business information is included, EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Pursuant to 40 CFR 2.203, applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure.

F. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. However, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

G. DUNS

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instructions for obtaining one at the following website: <http://www.grants.gov/GetStarted>. A DUNS number may also be obtained by calling 1-866-705-5711.

H. Contracts and Subawards/Subgrants

1. Can funding be used for the applicant to make subawards/subgrants, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible entities are named as partners or co-applicants or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

If successful applicants intend to use EPA grant funds to purchase goods or services under the grant, such applicants must compete the contracts for those goods and services and conduct cost and price analyses to the extent required by the procurement provisions of 40 CFR Part 30 or 31. The regulations also contain limitations on consultant compensation. **While applicants are not required to identify contractors or consultants in their proposal if they do so it does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the grant/cooperative agreement.** Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

Successful applicants may award subgrants (also referred to as subawards) of financial assistance to fund partnerships under the EPA grant provided the recipient complies with applicable requirements for subgrants/subawards including those contained in 40 CFR Parts 30 or 31, as appropriate. Subgrants/subawards do not have to be competed; **however, successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive procurement by using subgrants/subawards to acquire commercial services or products from for-profit organizations.** EPA will not be a party to subgrant/subaward agreements.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of: (i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants; (ii) an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

V. Proposal Review Information

A. Proposal Review

All proposals will be reviewed for threshold eligibility by the Region 9 Pesticide Program Project Officer. Each proposal that meets threshold eligibility requirements will then be evaluated by a panel of EPA staff based on the criteria set forth below. In your proposal, please make sure that you address each criterion.

B. Selection Criteria (100 points total)

1. Pesticide Issues and Environmental Risk (25 points total)

Applications will be evaluated based on: (i) Total population, including both tribal and non tribal members, living on participating tribal reservations; (ii) Total agricultural acres, including fruits, vegetables, nuts, hay, fish, timber and pulp impacted by pesticide use on participating tribal reservations; (iii) Total acres the Tribal Circuit Rider will cover in Indian Country; (iv) Other potential areas impacted by pesticide use on the reservation.

2. Current Pesticide Program Activities (25 points total)

a) Pesticide Use Monitoring (10 points)

Applications will be evaluated based on how the applicant describes how participating tribes currently monitor and collect data regarding pesticide applications on their reservations.

b) Regulatory Program Development (6 points)

Applicants will be evaluated based on how well they describe: (i) pesticide use legislation under development or desirable by participating Tribal governments. (ii) If you do have them, please describe pesticide regulations promulgated by those Tribal governments and pesticide use permitting/compliance activities on those reservations. If you do not have pesticide regulations, then please state the tribe's current regulation status. Tribes that do not have regulations will receive a neutral score.

c) Pesticide education and outreach (9 points)

Applicants will be evaluated based on how well they describe: (i) activities which involve the dissemination of information regarding the safe use of pesticides to the community and/or tribal leadership. (ii) Efforts your tribes have made to participate in both national and regional pesticide workshops and/or initiatives on an ongoing basis. (iii) Demonstrated or proposed collaboration, information sharing or providing technical assistance to participating or other tribal governments.

3. Environmental Results/Past Performance/Programmatic Capability (16 points total)

a) Environmental Results – Outcomes and Outputs (6 points):

Under this criterion, EPA will evaluate the anticipated quantifiable environmental outputs and outcomes of the project, including an estimation of agricultural acres covered by the circuit rider, significant number of community members with increased awareness of pesticide issues, increased number of tribal residents that have reduced their risk to chemical exposure, and the applicant's plan for tracking and measuring progress toward achieving expected project outputs and outcomes.

b) Past Performance Criterion (5 points):

Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied

by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

c) Programmatic Capability (5 points):

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above) will receive a neutral score for those elements of this criterion.

4. Extent to which the project clearly states objectives (14 points total)

Proposals will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will: (i) Increase a pesticide program presence in Indian Country (ii) Improve awareness and compliance in the regulated community with FIFRA.

5. Describe how the project utilizes funding sources and partnerships (20 points total)

Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s); and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources; and (iii) how many participating tribes will contribute to the project.

C. Review and Selection Process

Each proposal will be evaluated by a review team using the selection criteria described above. Each proposal will be given a numerical score and will be rank-ordered according to their

respective numerical score. Preliminary funding recommendations will be provided to the Approval Official based on this ranking.

D. Selection Recommendations

Final funding decisions will be made by the Approval Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approval Official may also consider programmatic priorities, available funds, and geographic diversity. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. Award Administration Information

A. Award Decisions and Formal Application Process

Once proposals have been reviewed, evaluated and ranked, applicants will be notified via U.S. Mail regarding the outcome of the competition. **The notification is not an authorization to begin performance on the selected project(s).** The award offer signed by the EPA Award Official is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of award recommendation.

In order to receive EPA funds, selected applicants must submit a complete grant application which includes a detailed work plan and budget approved by EPA. A notification containing financial and administrative, and general information on Federal grants will be sent to the selected applicants. Blank application forms may also be obtained at:
<http://www.epa.gov/region09/funding/applying.html>

B. Administrative and National Policy Requirements

The award and administration of these grants will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements set forth at 40 CFR Part 31 and 2 CFR Part 225. In addition, the provision in 40 CFR Part 32 governing government-wide debarment and suspension, and the provisions in 40 CFR Part 34 regarding restrictions on lobbying applies.

Once a proposal is selected, the recipient may be required to submit before award, in addition to a full application, a copy of its written procurement procedures developed in accordance with 40 CFR 31.36 for review.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings.

In addition, Federal funds may not be used to sue the Federal government or any other government entity.

In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

Quality Assurance Project Plan (QAPP)

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can be found at http://www.epa.gov/quality1/qa_docs.html.

Conference and Workshops

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

Indirect Cost Rates

If the lead participating tribe does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local, and Indian Tribal Governments."

C. Reporting

The successful applicant(s) will be required to submit quarterly progress reports throughout the duration of the project. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Annual Financial Status Reports (FSR's) will also be required. A final project

report is also required 90 days following the end of the project period according to the same format. All reports can be submitted either electronically or by hard paper copy.

D. Dispute Resolution Process

Grant competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contact listed below.

VII. Agency Contacts

If you have questions or need additional information please contact:

**Lawrence Torres, Pesticides Program
Communities and Ecosystems Division CED-5
US EPA – Region 9
75 Hawthorne Street
San Francisco, CA 94105**

Phone: (415) 947-4211

Email: torres.lawrence@epa.gov